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To: Technology Center 2800

From: Dora Stroud, Supervisor  
OIPE Customer Service  
Charge Location 0350

Subject: Customer Requests

Serial Number: 09-280637

File Location: 2838

The attached request for a corrected file receipt has been completed. Please forward the case to OIPE, Customer Service, CP2-6<sup>th</sup> Floor.

If you decide to keep the case, assign the request a paper number, endorse contents, punch holes in the documents, and replace the old Bib Data sheet with the updated version in the center of the file.

Your cooperation is greatly appreciated.